



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240



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## OCIO DIRECTIVE 2008-02

To: Heads of Bureaus and Offices

From: Michael J. Howell, Jr.  
Chief Information Officer  
Chief FOIA Officer

Subject: Freedom of Information Act (FOIA) Search and Review Fees

### **Purpose:**

This directive transmits the fee schedule the Department charges for document search and review by clerical, professional, and managerial employees in accordance with the calendar year 2007 pay rates.

### **Background:**

Under the Department's revised FOIA regulations (43 CFR Part 2, Appendix C (1)), FOIA search and review fees will be increased annually consistent with pay increases approved by Congress.

### **Scope:**

The fees transmitted by this directive will be used by all Departmental bureaus and offices in processing requests under the FOIA. The latest search and review fees apply to FOIA requests received on or after August 1, 2007. If a FOIA request was received before August 1, 2007, the bureau or office will charge the requester according to the fee schedule that was in effect prior to August 1, 2007.

### **Time Frame:**

Effective August 1, 2007, the Department of the Interior's search and review fees were increased in accordance with the calendar year 2007 pay rates.

### **Policy:**

Bureaus and offices will charge search and review fees in accordance with the policies and procedures in the Department's FOIA regulations (43 CFR Part 2, Subpart C and Appendix C) and the attached fee schedules (also found at <http://www.doi.gov/foia>, under "What's New").

**Contacts:**

If you have any questions concerning this directive, please consult the FOIA Officer or Designated FOIA Attorney for your bureau/office. You also may contact Alexandra Mallus, the Departmental FOIA Officer, by telephone at (202) 208-5342 or by email at alexandra\_mallus@ios.doi.gov; Melissa Allen by telephone at (202) 208-3939 or by email at melissa\_allen@ios.doi.gov, or Tim Murphy, the Assistant Solicitor for General Legal Services, by telephone at (202) 208-5216.

Please assure that this directive is disseminated promptly to all employees involved with processing FOIA requests.

Attachment

cc: Bureau and Office FOIA Officers  
Designated FOIA Attorneys  
Bureau/Office Chief Information Officers

## FOIA Search and Review Fees

The following is the Department's fee schedule for FOIA search and review fees. The cost for duplication is \$.13 per standard page. See Interior's FOIA regulations at 43 CFR Part 2, Appendix C, for details.

<b>Fee Schedule for requests rec'd</b>	<b>Clerical GS-6, Step 5*</b>	<b>Professional GS-11, Step 7*</b>	<b>Managerial, GS- 14, Step 2*</b>
<b>On/after 8/1/07</b>	<b>\$5.35</b>	<b>\$9.30</b>	<b>\$13.50</b>
<b>On/after 8/1/06</b>	<b>\$5.20</b>	<b>\$9.05</b>	<b>\$13.15</b>
<b>On/after 8/1/05</b>	<b>\$5.00</b>	<b>\$8.75</b>	<b>\$12.70</b>
<b>10/1/04 – 7/31/05</b>	<b>\$4.85</b>	<b>\$8.45</b>	<b>\$12.25</b>
<b>4/11/03 - 9/30/04</b>	<b>\$4.65</b>	<b>\$8.10</b>	<b>\$11.70</b>
<b>1/12/03 - 4/10/03</b>	<b>\$4.60</b>	<b>\$8.00</b>	<b>\$11.60</b>
<b>11/20/02 - 1/11/03</b>	<b>\$4.45</b>	<b>\$7.75</b>	<b>\$11.25</b>
<b>Before 11/20/02</b>	<b>\$2.30</b>	<b>\$4.65</b>	<b>\$4.65</b>

**\*Fees charged per quarter hour.**

**Clerical = All employees at GS-7 and below.**

**Professional = All employees at GS-8 thru 12.**

**Managerial = All employees at GS-13 and above.**